

*Training / @ Key*  
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DCI/IC 75-1712

10 February 1975

MEMORANDUM FOR: Michael Yohn, Junior Officer Program,  
Foreign Service Institute

SUBJECT : Orientation for New Foreign Service Officers

1. Discussions with various offices in the Agency show there is marked interest in assisting you to arrange a brief but highly informative visit to CIA for incoming Foreign Service Officers. Those who are slated to be substantive reporting officers, whether in the immediate or longer-term future, should find this of interest. They will have an opportunity to meet analysts and others who will be following their reporting, and using it in the national intelligence process supporting top decision makers.

2. Following is the suggested outline for such a schedule, which I think could be laid on for almost any working-day afternoon, 1300 to 1700 in the Headquarters building. I will be glad to coordinate all arrangements at this end for the initial run, which I understand would be sometime in March. I will of course keep [ ] of the Office of Training fully informed, since he would serve as the coordination point for arrangements for other classes in the future. This is planned as a supplement to [ ] presentation on CIA, and the IC Staff discussion of general interface with the community.

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3. Security: Participants must be cleared for at least SECRET. Please supply a roster with certification of clearances approximately five working days in advance to enable us to prepare visitor passes, etc.

4. Transportation: Please plan to furnish bus transport (easiest to handle gate clearance) to arrive at Headquarters, Langley, front entrance at 1245. Pick up at the same place at approximately 1715.

5. Schedule:

1245 - 1300 - Entry processing and move to 7th floor conference room.

1300 - 1345 - Coordination of major intelligence products: role of the National Intelligence Officers. Following a brief outlining of functions and activities, the group will have opportunity to meet with two or three NIOs or their deputies: we should be able to arrange to see those who may be of special interest to the specific group, if you can let me know some days in advance.

1345 - 1430 - Getting at Hard Targets: the Clandestine Services. A senior DDO officer will discuss objectives, general operations at overseas posts, and how mutual support can benefit the national end product.

1430 - 1530 - Office of Current Intelligence: following a brief introduction, officers will meet with chiefs and staff of the specific regions of interest.

1530 - 1545 - Break: reconvene in a 4th floor conference room.

1545 - 1630 - Office of Economic Intelligence: same procedure as above.

1630 - 1700 - Reconvene in 2nd floor conference room. Central Reference Service: Biographic reporting: Contributions to predictive analysis.

1700 - 1715 - Move to front entrance: exit processing.

6. General: The foregoing is an easily modified suggestion of timing. We can handle up to about 22 - 24 in one group: if there were more, we could probably split into two groups running through in opposite directions, with modest schedule adjustments. We think it is important to supplement classroom atmosphere where possible with opportunities to meet opposite numbers directly. This rules out the "day in the auditorium" approach.

7. It may be that this is too condensed, and should be spread over a little greater part of the day: this can easily be done, according to your thoughts on the subject.

/S/

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